

## **Unauthorized Purchases**

### **Introduction**

The following items and services are not authorized for purchase through the purchase card program. This list is not exhaustive. If you have any questions regarding unauthorized purchases, contact the Purchase Card Program Office at 5-4523.

### **A**

#### **ADP Hardware** ([Available through JIT](#))

- Controller Boards
- Display monitors
- Hard disks or disk drives
- Portable notebook computers
- Printers
- Plotters
- Tape drives
- Handheld devices
- Scanner

#### **ADP Maintenance**

- On-site maintenance
- Software Maintenance/Support, unless fixed pricing is available and does not require your signature on a contractual agreement

#### **Air Conditioners**

#### **Alcoholic Beverages** ([See Unallowable Costs](#))

#### **Appliances**

- Blenders
- Coffeemakers
- Drying Machines
- Microwave Ovens
- Refrigerators
- Toasters
- Washing Machines
- See also "Personal Items"

#### **Automotive Supplies**

### **B**

#### **Badge Holders/Lanyards**

#### **Badge Reading Equipment and Security Access Control/Equipment**

#### **Batteries**

#### **Bench Pedestal Grinders**

#### **Binders (>\$15/each)**

#### **Biomedical Proteins and Enzymes**

#### **Bottled Gases (for welding, purging, glove boxes, lasers, etc.)**

#### **Briefcases**

#### **Buildings**

- Sheds
- Transportable buildings
- Transportainers
- Trailers

#### **Business Cards** ([Available through IM-4](#))

### **C**

#### **Cable**

#### **Calculators** ([Available through JIT](#))

#### **Cameras** ([Available through JIT](#))

#### **Carrier Services (transportation)**

#### **Cash Advances**

**Cellular Phones**

**Chemicals** ([Available through JIT](#)), including but not limited to:

- Carcinogens
- Dextrines and Starches
- Disinfectants and Cleaning Compounds ([Available through JIT](#))
- Epoxy
- Freon
- Gases (Contact the Gas Plant)
- Inedible Gelatins
- IN- Vitro Diagnostic substances and Reagents
- Medicinal and Pharmaceutical Chemicals
- Naphtha solvents
- Oil and Cutting Oils or Fluids
- Polishing Compounds
- Propellant Chemicals (bulk)
- Radiographic and Photographic Chemicals
- Tanning materials (natural or synthetic)
- Water softening compounds

**Circuit Breakers** ([Available through JIT](#))

**Clothing, Personal Protective** ([Available through LVAs](#))

**Coat Racks**

**Communication Equipment**, (Contact CCN-4) including but not limited to:

- Intentional radiators, (radio-frequency, all types of 2-way communication devices including: remote control, transmitters infrared, wireless/cordless, TV interface, security alarm disturbance sensing)
- Audio Equipment (tape recorders, walkie-talkies, telephones, telephone lines/devices, conference phones, pagers, paging equipment/services, answering machines, mobile cellular phones, speaker-type phones, telephone headsets, Tower and Disk Communication Antennas)

**Construction-Related Equipment/Services**, including but not limited to:

- Aerial Mapping and Surveying
- Boxcars
- Construction Subcontracts
- Combustible Insulation Material
- Commercial Leased Space
- Door hardware (lock sets, crash hardware, etc)
- Electrical Switching equipment, (transformer & lighting equipment)
- Equipment requiring design for installation
- Fencing Materials
- Gas Cylinders/Tank Vessels
- Landscaping materials and contracts
- Maintenance of Lab Facilities
- Modification of Lab Facilities
- Portable Rooms
- Protection, Detection, and Suppression Equipment
- Screen Rooms and structures designed for installation within or outside of buildings
- Traffic Signal Devices

**Computer Software** with a license agreement

**Containers for Hazardous Materials Packaging/Storing** ([Available through JIT](#)), including but not limited to:

- Drums, plastic, metal and HDPE drums/liners (including those which meet DOT /UN performance standards )
- Closures for drums and cans
- Burial boxes meeting QA standards and requirements for hazardous waste

**Cooling/Heating Equipment** ([Available through JIT](#)), including but not limited to:

- Swamp Coolers
- Window Air Conditioners
- Portable Heaters

**Copiers/Fax Machines** (Requires authorization—Contact SUP-1, Team 4)

**Copier Supplies** ([Available through JIT](#))

- Toner/ink cartridges
- Paper

**Cranes:**

- Derrick Crane
- Floor and Truck Winch Crane
- Gantry Crane
- Hoists (See also Hoists)
- Hook Lifting Devices ([See Hook Lifting Devices](#))
- Hydraulic Crane
- Lateral/Vertical lifting Crane
- Material Lifting Devices ([See Material Lifting Devices](#))
- Mobile cranes, including wheel mounted (truck and self propelled) cranes, crawler cranes, truck mounted cranes, and other type of cranes with characteristics in which a load is lifted and swung at various radius
- Monorail Crane
- Overhead Bridge Crane
- Rigging Equipment ([See Rigging Equipment](#))
- Semi-Gantry Crane
- Shop Crane (portable automobile lifting device )
- Winch Crane

**Cryptographic Equipment**

## D

**Decor for Offices**

- Clocks
- Lamps
- Plants
- Picture Frames
- Pictures
- Plaques
- Posters

**Decorations and Party Supplies**

**Duplication Services**

- Copies
- Printing

## E

**Ebay Purchases**

**Educational**

- Tuition Fees
- Text Books
- Registration Fees

**Electrical and Electronic Fabrication/Maintenance Services**

**Electrical Equipment/Supplies** ([Available through JIT](#)), including but not limited to:

- Bulb socket screw into outlet converters
- Electric boxes – metal or plastic
- Electric circuit breakers
- Electric outlets
- Extension cords with wire small than #16 AWG
- Outlets, 2-prong
- Fat Phobes/Surge Protectors (Temporary power taps)
- Fuses
- GFCIs
- In-line GFCIs
- Outlets, 2-prong

- Plug adapters, 2-prong to 3-prong
- Romex cable (any length)
- Wall light switches
- Wire and cable

**Electric Staplers and Electric Hole Punches**

**Entertainment Expenses** ([Unallowable Costs](#))

**Equipment Loans**

**Exchanges or Trade-ins of Equipment/Materials**

**Explosives** ([See Weapons](#))

- Ammunition
- Class A, B, or C explosives

**Eye and Face Protection**

**F**

**Fans, Pedestal and Oscillating** ([Available through JIT](#))

**Fasteners**, including but not limited to:

- Hiltis
- Nuts and bolts
- Rivets

**FAX Machines** (Contact SUP-1, Team 4)

**FAX Modems**

**Fertilizers and Herbicides**

**Filing Equipment and Safes** ([Available through JIT](#))

**Fire Protection, Detection, and Suppression Equipment**, including but not limited to:

- Fire alarms
- Fire extinguishers ([Available through JIT](#))
- Wall and floor coverings

**Firearms**

**Flammable Storage Cabinets and Containers**

**Flexible and Portable Cable**

**Floor Coverings**, including but not limited to:

- Carpet, carpet tiles, rug pads, cover base, rug adhesives etc.
- Tile, molding, adhesives, etc (available under JIT subcontract)

**Food and Refreshments** (Contact CFO-1 for meal policy—requires purchase request)

- Conference refreshments
- Working meals

**Foreign Purchases**

**Furniture** ([Available through Blanket Purchase Orders](#)), including but not limited to:

- Budget Furniture
- Computer Support
- Computer Workstation and associated accessories
- Drafting tables, chairs and stools
- Ergonomic Workstation
- Floor Coverings
- Laboratory furniture ([Available through JIT](#))
  - Fume hoods and associated worktops
  - Sink base cabinets
  - Carts
- Modular (freestanding)
- Miscellaneous Storage Products
- Seating (i.e., chairs, stools, and ergonomic seating)
- Signage
- Special Ergonomic Products
- Systems Furniture
- Wall Products

## G

### **Gasoline and Kerosene**

**Gifts** (See [Unallowable Costs](#))

**Gloves** ([Available through JIT](#) and [LVA](#))

### **Glove Boxes and Glove Box Components**

## H

**Hazardous Materials**, including but not limited to:

- Chemicals
- Corrosives
- Poisons
- Radioactive Material(s) or Sources

**Heaters, portable/personal**

**HDPE pipe**

**HEPA Filters** (used for glove boxes, fume hoods, and HVAC systems—QA required – Contact PS-1)

**Hoisting and Rigging Equipment**, including but not limited to:

- Below the hook lifting devices
- Cranes (including those that are operated electronically, pneumatically, or manually)
- Chain hoist hook suspension type
- Chain hoist plain trolley type
- Chain hoist gear trolley type
- Chain hoist motorized trolley type
- Cranes ([See Cranes](#))
- Fiber rope hoist, Lever operated hoist
- Hoists (including those that are operated electronically, pneumatically, or manually)
- Material Lifting Equipment ([See Material Lifting Equipment](#))
- Nylon web strap pulled hoist
- Personal lifts
- Puller or come-alongs
- Rigging Equipment ([See Rigging Equipment](#))
- Wire rope hoist

**Hole Punch** (Available through JIT)

**Hook Lifting Devices**, including but not limited to:

- Automatic slab tong (four point)
- Automatic ingot tong (two point)
- Balance "c" hook
- Balanced Pallet hook beam
- Bar tong
- Coiler listing hook beam
- Drum turner
- Edge grip sheet clamps
- End hook, chain type/spring type
- Lifting beam (spreader beam)
- Lock bar sheet lifter
- Magnetic lifters (electromagnet)
- Motor driven roll grab (end grip)
- Multiple pad mechanical vacuum lifter
- Parallelogram coil grab
- Pressure gripping lifters-friction type plate clamps
- Rack lifter
- Roll grab (core grip)
- Simple sheet lifter
- Telescoping coil grab
- Telescoping sheet lifter
- Two pad mechanical vacuum lifter (single pad)

- Vertical axis coil grab
- Hotel Rooms**, except conference rooms

**I Installation**, of any kind if the work will be performed at Laboratory premises

**J Janitorial Supplies** ([Available through JIT](#)) including but not limited to:

- Brooms
- Carpet sweeper
- Cleaning agents
- Dish soap
- Furniture Polish
- Mops
- Rags

**K Keys**

- Keys marked "Unlawful to duplicate this key" under any circumstances  
Note: For all other employee keys – contact the Laboratory Lock Shop at 667-4911 prior to duplication

**Kitchen Utensils** including but not limited to:

- Bowls - paper, plastic, ceramic, or glass
- Can openers – electric and manual
- Cookware
- Knives
- Plates - paper, plastic, ceramic, or glass
- Utensils (knives, forks, spoons, etc.)

**L Landscaping Materials and Related Equipment/Services**, including but not limited to:

- Fertilizer
- Flower pots
- Grass or turf
- Gravel
- Hoses
- Lawnmowers
- Mulch
- Potting soil
- Plant food
- Plants/bulbs/seeds
- Rakes
- Shovels
- Trowels
- Snow/leaf blowers
- Sprinkler system supplies
- Weed Eaters

**Leather Items** including but not limited to:

- Appointment Books
- Binders
- Briefcases
- Pad holders

**Life Safety Equipment** (Personal Protection Equipment-PPE)

- Chemical hoods
- Dielectric gloves
- Particulate, chemical, or gas masks
- Safety Harnesses
- Self-contained breathing apparatus

**Lifting Devices** including but not limited to:

- Block & tackle

- Chain crane
- Come-along
- Hooks
- Manual or powered wenchers

**Lotion**

**Lubricants**

**M**

**Maintenance, On-site**

**Material Lifting Devices**

- Dumb Waiters
- Hydraulic lift trucks or tables including mechanical lift trucks
- Jacks
- Power winches
- Spur gear hand winches
- Worm gear hand winches

**Medical Equipment/Supplies** ([Available through JIT](#))

**Membership Fees** (contact SUP-1, Team 2)

**Memorabilia**, including but not limited to:

- Caps
- Jackets
- Mugs
- Pens with logos
- T-shirts

**Morale Fund Purchases**

**Mouse Pads** ([Available through JIT](#))

**Mouse Traps**

**N**

**Nuclear Materials**

**O**

**Oils**, including but not limited to:

- Motor Oil
- Shredder Oil

**Office Supplies** ([Available through JIT](#))

**On-site Installation, Maintenance, Repairs or Services**

**P**

**Packaging Materials, Systems, Containers**

**Paints** ([Available through JIT](#)), including but not limited to:

- Aerosol cans
- Hobby paints
- Lead additives
- Lead based paints
- Model paints

**Palm Pilots or Electronic Daytimers** ([See Sensitive Item List](#))

**Paper Products** ([Available through JIT](#))

**Personal Lifts**

- Personnel Platforms
- Articulating telescoping boom lifts

**Personal-Use Items** including, but not limited to:

- Clocks -- Desktop
- Clothing
- Coffee Makers
- Greeting Cards
- Grills
- Hairdryers
- Hot Plates

- Humidifiers
- Microwave Ovens
- Mini-Refrigerators
- Party Supplies
- Plastic Plates or Cutlery
- Pocket Knives
- Popcorn Poppers
- Radios
- Toasters
- Toaster Ovens

#### **Pharmaceuticals**

#### **Plotters**

**Poisons, Pesticides, Pest/Animal Control Devices & Materials** ([Available through JIT](#)), including but not limited to:

- Fungicides
- Insect Repellents
- Insecticides
- Rodenticides
- Weed Killers

#### **Portable Ladders**

#### **Postal Stamps**

#### **Power (black) Activated Tools**

#### **Power Tools, double insulated or 3-wire grounded**

#### **Precious Metals**

#### **Pressure Vessels & Systems/Dewars**

#### **Printers**

#### **Printing and Duplicating Equipment/Services**

#### **Propane or LPG Devices**

#### **Property Numbered Items** ([See Sensitive Item List](#))

- Cameras
- FAX Machines
- Firearms
- Palm Pilots
- Personal Computers (desktops, hand-held PCs, laptops, notebooks, servers, workstations, etc.)
- Printers
- Radios (two-way)
- Recorders (video, tape, video cassette (VCR), dictation machines, digital, compact audio disc – CD, and digital video disc – DVD)
- Scanners, computer
- Televisions

## **R**

#### **Recording Devices**

- Cassette Recorders
- DVD / RW Devices
- Micro Recorders
- VCRs

#### **Radiation Survey Instrumentation**

#### **Radioactive Materials**

#### **Recreational Equipment and Supplies**

#### **Refreshments** ([Available through Aramark](#))

#### **Refrigerators**

#### **Registration Fees**

#### **Rental or Lease of Land or Buildings**

#### **Repairs**

- On-site repairs

#### **Rigging Equipment:**

- Block/tackle



- Clips
- Eye bolts (shoulder/shoulderless)
- Fiber rope slings and also includes tie downs
- Hoist Rings
- Hook Safety Latches
- Hooks
- Links and Rings
- Master links
- Pad Eyes
- Richmond Screw Anchor Eye Bolts and Inserts
- Shackles
- Slings (all types and configurations)
- Snatch blocks
- Spleter sockets
- Swage fittings
- Swaging sleeves
- Swaging sockets
- Swivels
- Turn buckles
- Wedge sockets
- Wire rope clips (forged)
- Wire rope thimbles
- Wire rope and chain

## S

### **Safes and Vaults**

**Safety Cans – flammable, gas, fuel**

**Safety Glasses** ([Available through LVA](#))

**Safety Head Protection**

**Safety Shoes** ([Available through LVA](#))

**Safety Systems and components** (for nuclear facilities)

**Scanners**

**Security Containers**

**Services**

- Fabrications (Contact Sup-1, Team 4)
- Performed on-site

**Shredders** (Contact Sup-1, Team 4)

**Smoke Detectors**

**Snow Blowers**

**Solvent, or other paint thinner**

**Staplers and Staples** ([Available through JIT](#))

**Storage Containers for classified material** (i.e., safes, files, etc.)

## T

**Tamper Indicating Devices**

**Telephone Devices, Lines, Equipment**, (Contact CCN-4) including but not limited to:

- Cordless/wireless telephones
- Headsets
- Pagers
- Paging equipment/services
- Satellite Services

**Televisions**

**Temporary Power Taps**, including but not limited to:

- Fat Phoebes
- Surge Protectors (Exception: The following Laboratory approved units may be purchased – Brooks or 6 stage, Archer #61-2781, SCI Datashield #S75, or Panamax Max 6)

**Tires**

**Toner/Ink Cartridges**

**Tools**

- Hand Tools
- Power Tools

**Travel Costs**, including but not limited to:

- Hotel Rooms
- Airline Tickets
- Car Rentals
- Meals
- Taxi Fare
- Registration Fees/Tuition Fees/Seminar Fees See Unallowable Costs

**U**

**None**

**V**

**Valves/Fittings (Swagelok, Whitney, Cajon, Sno-Trick)** (Available through JIT)

**Vaults**

**VCRs** ([See Sensitive Property](#))

**Vehicles and Automotive Equipment**

**Ventilation Equipment**

- Exhaust Hoods
- HEPA filtration and associated equipment
- Glove boxes

**W**

**Wall Coverings** ([Available through JIT](#))

**Waste Containers:** See [Containers for Hazardous Materials](#)

**Weapons**, including but not limited to:

- Explosives
- Firearms
- Guns
- Knives
- Projectiles

**Weld Wire Products**

- Electrodes, rods, and wire

**X**

**X-Ray Equipment**

**Y**

**None**

**Z**

**None**